

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

TO: Superintendents of Schools, Agency Heads and Board Chairpersons

FROM: Maureen B. Staggenborg, Director, Child Nutrition Programs

DATE: June 18, 2004

SUBJECT: **Operational Memorandum # 15-04**
School Nutrition Program Application and Claim Processing

The process for the submission of applications and claims for reimbursement for the National School Lunch, School Breakfast and Special Milk Programs is changing to allow for the direct submission of information via an electronic internet connection. Connecticut has installed a single data base system that accepts program and reimbursement claim information and eliminates the need to submit annual paper application data (ED-099 Schedule B) and monthly paper reimbursement claim forms (ED-103). Training on the use of the electronic submission of school nutrition program information has been provided to school food service directors and business managers during the past year and will continue to be made available as needed. In addition a summary of the steps involved in the electronic submission of information is enclosed.

Since the new system will not require signatures on paper transmittals, electronic signature codes have been established. These codes are to be used by the person(s) assigned to prepare and submit application and claim information. The Claim Preparation Code is to be given to the school food service director or other person responsible for preparing the claim and application data. The Authorized Signature Code is to be given to the person authorized to review, sign and submit the application and claim information to the Connecticut State Department of Education. The codes assigned to your school, district or agency are included on the attached document. These electronic signatures are the user names and password that will allow the appropriate individuals into the data system to enter and submit the information. The signature codes are confidential and internal systems must be established to maintain the security of the information.

Application and claim data for 2003-2004 has been entered into the system for most programs by the State Child Nutrition Office staff. Since it is likely that some information has changed, the application data for each sponsor and site should be reviewed and updated by your school, district or agency. This review should be completed by **August 15, 2004**. The State Agency must be notified so that the changed information may be processed. You may notify the State Agency that application changes have been made to the current data file by emailing anyone of the following individuals: teri.dandeneau@po.state.ct.us, mary.ragno@po.state.ct.us, robert.zwack@po.state.ct.us, or Maureen.staggenborg@po.state.ct.us. Note: All revisions must be approved by the State Agency prior to the monthly submission of reimbursement claims. Application data for the next school year will be transferred to a new file for school year 2004-2005 in September and sponsors will be notified at that time and asked to verify and update the files for the new year.

If there are any questions regarding this information please contact Maureen Staggenborg at 860-807-2070, Teri Dandeneau at 860-807-2079, Mary Ragno at 860-807-2082 or Robert Zwack at 860-807-2081.

MBS:mbs
Om #15-04 – online superintendent's letter (6-18-04)K
Enclosures